Using Respondus LockDown Browser & Monitor for Blackboard Testing

When administering a test using Blackboard, you have access to Respondus LockDown Browser & Monitor. This document will explain what those tools are and how to set them up. For the LockDown Browser, It does require the student to install that custom browser through a QCC specific link. For the Monitor feature, students must have both camera and audio capabilities on their computer.

Important Notes:
- LockDown Browser and Monitor will not work on Chromebooks.
- The LockDown Browser & Monitor tools do not work with publisher tests, only tests made within the Blackboard platform.
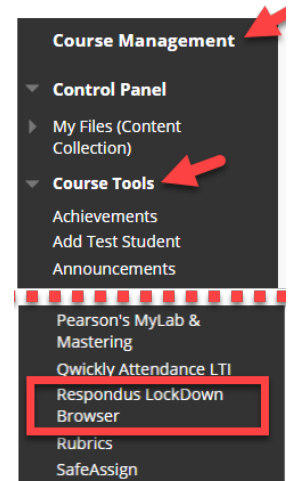
What is LockDown Browser?
- When administering test, students use the custom **LockDown Browser** which makes them unable to print, copy, go to other websites, access other applications or close a test until it is submitted for grading. The tests set up with **LockDown Browser** can't be accessed using any other standard browser.
- If you are having students test remotely, they need to download a **QCC** specific version of the **LockDown Browser** on their computer in advance of the session. They can use only this browser to access the test. The link for the QCC download of this browser is included in the Student Handout. Please share this with the students as it also provides instructions on how to download and install the browser.
- <mark>This feature does not require you to use Monitor, it is an option.</mark>

What is Respondus Monitor?
- **Monitor** can require a student to use and enable a webcam feature to be used with the **LockDown Browser**.
- The enabled camera records students during online, non-proctored exams. When this feature is enabled for a test, students are required to use a webcam and microphone with **LockDown Browser**. After the exam is complete, an instructor can review details of the assessment, even the recorded videos. The processed video has embedded flags so that the instructor does not need to view all of the students' recordings.
- <mark>It can't be used independent of the **LockDown Browser**, the tools must be used together.</mark>

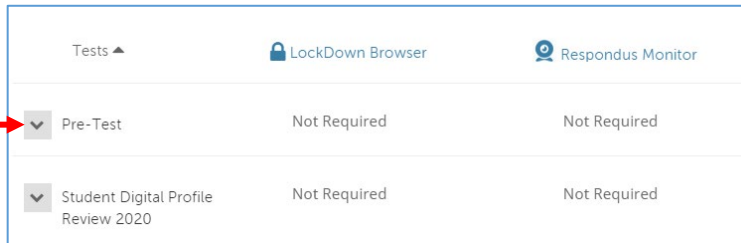## Preparing a Test: LockDown Browser
- Make sure the test has been deployed in the Blackboard course.
- From the left side navigation panel in Blackboard, locate **Course Management**, then click on **Course Tools,** and then click on **Respondus LockDown Browser**.
- You will come to an interim screen with links to information on **Respondus**, click on **Continue to LockDown Browser** in the lower right corner.
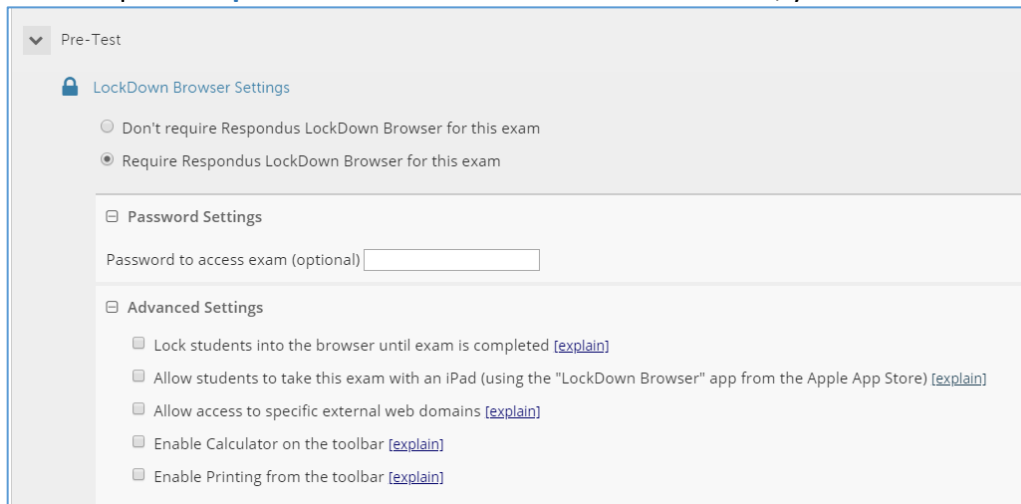
Preparing a Test: LockDown Browser (cont.)

- A list of deployed tests in your course will be displayed:
  - You will see the Tests and two additional columns for the **LockDown Browser** and **Respondus Monitor**.
  - This will tell you if the tool is required for each test, it's either "**Required**" require students to use **LockDown Browser** or "**Not Required**" and does not require the **LockDown Browser.**

- To change the settings for the test, click on the down arrow and then select **Settings** from the context menu next to the test title.
- If you click Require **Respondus LockDown Browser for this exam**, you will see additional options.

- The options are:
  - Require a password to access the exam.
    - *If you use this option DON'T add a password to the Blackboard test itself as it will break the functionality and LockDown Browser will not work for this exam.*
  - Advanced Settings all provide explanations with them which you can review when setting up an exam.

For additional information on this tool, visit the Respondus Website at
https://web.respondus.com/he/lockdownbrowser/resources/

Preparing a Test: Respondus Monitor

- If you choose to use Respondus Monitor, under the LockDown Browser settings, you will see the Monitor Webcam Settings. Click on Require Respondus Monitor for this exam.

- There are many options available for this tool, you can preview and edit what the students will see in advance.

For additional information on this feature, visit the Respondus website at https://web.respondus.com/he/monitor/

View the Respondus Instructor Quick Guide by clicking here.